

CCPEC Community Outreach Event Sponsorship Guidelines

OVERVIEW:

The Community Corrections Partnership Executive Committee (CCPEC) Community Outreach Event Sponsorship is a small-grant pilot initiative that supports community-based organizations in hosting outreach events in Alameda County that engage and enhance the lives of individuals in the local Realignment community. Grants of up to \$10,000 are available to cover expenses directly tied to these outreach efforts.

PURPOSE:

This initiative is designed to:

- Foster community engagement
- Promote personal and collective development
- Address the unique needs of the Realignment population

Funded events should create spaces for meaningful dialogue, education, and resource-sharing that align with the mission of the Community Corrections Partnership (CCP) and the CCPEC and take place in Alameda County.

ELIGIBILITY:

Eligible applicants include:

- Community-Based Organizations
- Non-profit organizations
- Grassroots groups
- Local Coalitions

Each organization may receive up to two (2) sponsorship awards per fiscal year (July 1–June 30). Each award must be for a different outreach event.

Organizations may not supplant (replace or duplicate) existing county funds or county-funded activities; applications proposing to do so will not be considered.

GRANT DETAILS:

1. **Funding Range:** The amount of money you apply for will depend on the event's scope and impact. Grants are available in amounts ranging from \$500 to \$10,000.
2. **Event Focus:** The outreach-related activities, such as community health fairs, educational forums, cultural celebrations, resource distribution, or advocacy events, must align with one of the Community Corrections Partnership (CCP) Subcommittees. The CCP has restructured, streamlining

from eight subcommittees to two: **Generational Health** and **Generational Wealth**. These new subcommittees are designed not only to address the immediate needs of our clients but also to address the root causes of disparities, paving the way for lasting change that benefits our clients, their families, and their communities.

- The **Generational Health Subcommittee** will focus on enhancing emotional, mental, and physical well-being, while addressing key issues such as environmental justice, housing stability, and access to culturally responsive health services.
- The **Generational Wealth Subcommittee** will work to create pathways to financial stability through skill-building, educational opportunities, homeownership, fair chance employment, and increasing business and investment opportunities across Alameda County.

3. **Eligible Costs:** Funds can be used for, but are not limited to:

- Venue rental
- Flyers, banners, and promotional materials
- Honorariums for speakers/facilitators
- Participant or volunteer transportation
- Catering and refreshments
- Permits and insurance
- Event-related giveaways

4. **Timeline:** The grant review process takes approximately 6 months from the date of application submission. Applications are accepted on a rolling basis until funds are exhausted or the pilot program ends.

APPLICATION PROCESS:

1. **Proposal Submission:** Applicants must submit a CCPEC Community Outreach Event Sponsorship Application outlining a **single outreach-focused event**, the purpose of the event, intended audience, expected outcomes, and a detailed budget and use of requested funds. A separate application must be filled out for each event.
2. **Review Criteria:** Applications will be assessed based on:
 - Alignment with the CCP/CCPEC's goals
 - Demonstrated funding need
 - Event feasibility and impact
 - Commitment to inclusion and accessibility

3. **Submission & Review Timeline:**

- **Deadline:** Applications must be emailed at least six (6) weeks prior to the next scheduled CCPEC meeting.
- **Confirmation:** Applicants will receive an email confirmation upon submission. If not received, follow-up is advised.
- **Meeting Attendance Requirement:** As part of the review process, applicants must attend the meetings below to answer questions about their application. A presentation may also be required.
 - Community Advisory Board: 1st Tuesday (Monthly), 6:15 PM
 - CCPEC: 3rd Monday (Bi-monthly), 1:00 PM (January, March, May, July, September, November)

Note: The CCPEC may approve or continue the review of applications at their next meeting, at their discretion. CCPEC approval does not guarantee funds will be disbursed.

POST APPROVAL REQUIREMENTS:

1. **Payment Processing:** The Alameda County Probation Department will process all payments. Additional documentation is required prior to disbursement. It may take up to twelve (12) weeks after CCPEC approval for payments to be disbursed. Processing and disbursement of approved grant funding must be completed prior to the event date.
2. **Event Follow-Up:** Organizations must report on the success and impact of the sponsored event within two (2) months of its conclusion. Reporting options:
 - **In-person presentation** at a CCPEC meeting, or
 - **Written report** submitted via email or other approved methods.
3. The event follow-up impact report must include photos or videos from the event and information that shows the impact your event had, such as how many people attended, what was given out, how many items were distributed, what people learned or received, and feedback from participants. Please include actual numbers whenever possible. Promotional event material should also be shared.
4. Failure to provide a detailed event follow-up report may result in ineligibility for future sponsorship opportunities.

CCPEC COMMUNITY OUTREACH EVENT SPONSORSHIP APPLICATION

Note: This application is due at least six (6) weeks prior to the CCPEC meeting.

Email requests to ProbationCommunityPrograms@acgov.org.

TO: Community Corrections Partnership Executive Committee (CCPEC)
c/o Alameda County Probation Department
Brian Ford, Chief Probation Officer
1111 Jackson Street, P.O. Box 2059
Oakland, CA 94604-2059

FROM: **Name:** _____
Title: _____
Agency/Organization/Department: _____
Type of Agency (e.g., 501(c)3): _____
Address: _____
Phone #: _____ **Alternate Phone #:** _____
Email: _____

This application is being submitted for consideration by the Community Advisory Board (CAB) and the Community Corrections Partnership Executive Committee (CCPEC).

1. **Have you read the CCP Community Outreach Event Sponsorship Guidelines?** ☐ Yes ☐ No
2. **Please provide a brief description of your organization:** [Click here to enter text.](#)

EVENT FUNDING

3. **What is your total budget for the event?** [Click here to enter text.](#)
4. **How much funding are you requesting from the CCPEC (request may not exceed \$10,000)?** [Click here to enter text.](#)
5. **If your total event cost is more than the amount you are requesting from CCPEC, please briefly describe how you expect the remaining costs to be covered.** [Click here to enter text.](#)
6. **Please use the following table to tell us how you plan to spend the grant funding for your event. Include all planned expenses (for example, attendee stipends, bikes for participants' children, food, outreach materials, space rental, or other event costs). Use as many or as few lines as you need.**

Expense	Amount	Description
Total Expenses		

7. (Optional) Is there any additional information you would like to share about how this funding will help make your event possible or increase its impact? [Click here to enter text.](#)

EVENT DETAILS

8. What is the name/title of your event? [Click here to enter text.](#)
9. Please provide the event date: [Click here to enter text.](#)
10. Please provide the event time/length: [Click here to enter text.](#)
11. Please provide the event location: [Click here to enter text.](#)
12. Please provide a brief description of the event: [Click here to enter text.](#)
13. What is the purpose of the event? [Click here to enter text.](#)
14. Who is the event meant to serve? [Click here to enter text.](#)
15. How do you plan to make people aware of the event? [Click here to enter text.](#)
16. Please estimate the number of expected attendees: [Click here to enter text.](#)
17. Are members of the CAB/CCPEC welcome to attend your event? ☐ Yes ☐ No

18. Will this event offer any of the following opportunities? *Please check all that apply:*

- ☐ **Prevention** – Helps reduce the likelihood of individuals becoming involved with the criminal legal system (e.g., youth engagement, community support, education). If checked, please describe how your event will reduce involvement with the criminal legal system: [Click here to enter text.](#)
- ☐ **Intervention** – Supports individuals currently or formerly involved with the criminal legal system (e.g., resource connection, case management, reentry services, peer support). If checked, please describe how your event will support individuals currently or formerly involved with the criminal legal system: [Click here to enter text.](#)
- ☐ **Innovation** – Introduces new or creative strategies to support the reentry population and the communities they live in. If checked, please describe why you believe your event is a new or creative strategy to support the reentry population and the communities they live in: [Click here to enter text.](#)

19. How does the event support the CCP's generational health and generational wealth goals? [Click here to enter text.](#)

20. (Optional) Please identify any organizations, agencies, or community partners participating in the event and describe their role: [Click here to enter text.](#)

21. What are the expected outcomes of the event? [Click here to enter text.](#)

22. How will you know if your event is successful? Please tell us what information you will collect to determine success (for example: the number of people who attended the event, the number of bikes purchased and given away, or participant feedback/survey results). [Click here to enter text.](#)

Applicant Certification

By signing below, I certify that the information provided in this application is true and correct to the best of my knowledge. I agree to use any funds awarded solely for the purposes described in this application and in accordance with all Community Corrections Partnership Executive Committee (CCPEC) Community Outreach Sponsorship Grant requirements.

If the proposed event is canceled, materially changed, or cannot be conducted as described in this application, I agree to immediately notify the Community Corrections Partnership Executive Committee (CCPEC) by email at probationcommunityprograms@acgov.org. I further agree to return any grant funds received, or any portion of grant funds not used for the approved purpose, within 30 calendar days of providing notice, unless otherwise authorized in writing by Alameda County.

I understand that grant funds are public funds and must be used only for their approved purpose. I acknowledge that failure to use grant funds as approved, failure to notify CCPEC of a canceled or materially changed event, failure to return grant funds as required, or providing false or misleading

information in this application may result in my organization and its principals being determined ineligible to receive future funding from Alameda County, in addition to any other remedies available to the County under applicable law or policy.

- ☐ I understand that if funding is awarded, a post-event follow-up impact report must be submitted within 60 calendar days following the event.
- ☐ I understand that, if my application is approved, a representative from the Alameda County Probation Department may attend the event, and I welcome their attendance.

Signature: _____

Print Name and Title: _____